



# Reporting

## 1. Navigate to *Site* where content resides

The screenshot shows the top of the Marines website. At the top left is the Marines logo with the tagline "THE FEW. THE PROUD." Below it is a navigation bar with links: Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. To the right of these links is a search bar with a "Search" button and a link to "Advanced Search".

Below the navigation bar, there is a main content area. On the left, there is a sidebar with several sections: "CALL TO SERVICE" with a link to "A Message from the Commandant of the Marine Corps", "Re-enlist" with links for "Active Duty", "Reserve", and "Retired", "Join the Corps" with links for "Contact a Recruiter" and "Find a Recruiting Station", and "Retirees" with a link to "CMC's Message".

The main content area features a large image of a person in a red uniform, with a caption that reads "AL ASAD, Iraq - Iraqi soldiers from 2nd Brigade, 7th Iraqi Army Division with certificates in hand, after graduating from a Humvee licensing preventive maintenance course March 20. More than 20 Iraqi soldiers graduated from the three-week course, which was taught by Marine Regimental Combat Team 7." Below the image is a photo credit: "Photo by Staff Sgt. Jim Goodwin".

At the bottom of the page, there is a "FEATURES" section with three columns. The first column is titled "Medal of Honor" and features a story about Cpl. Jason L. Dunham. The second column is titled "Marines Magazine" and features a story about the magazine's annual review. The third column is titled "Join the Corps" and features a story about the challenge of becoming a Marine.

At the very bottom of the page, there is a small text box that reads: "Disney Parks and Resorts is offering active members of the U.S. military a complimentary 5-day Disney's Armed Forces Salute Ticket, valid for admission ... ( 5/14/2003 )".

- Reporting must be accessed from the area where you created the page for your content.
  - News > Publications > **Orders & Directives**
  - Units > Select Unit by Type, Location, or alpha > Select Unit (**Press Releases and News Stories**)
  - News > Messages (**MARADMINs AND ALMARS**)



# Reporting

## 2a. Click *Site Actions*



Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community

/ Welcome Kathy Gessner / My Links / Site Actions

## 2b. Click *View Reports*

This portion of the page will vary depending on location

## 2c. Click *Report Name* to run

- Edit Page**  
Change the content and Web Parts on this page.
- Create Page**  
Create a page in this site.
- Create Site**  
Add a new site under this site.
- Show Page Editing Toolbar**  
Display the page status and editing options for this page.
- View All Site Content**  
View all libraries and lists in this site.
- View Reports**  
View reports on documents, pages and tasks.
- Site Settings**  
Manage site settings on this site.
- Manage Content and Structure**  
Reorganize content and structure in this site collection.

### Checked Out To Me

All documents and pages checked out to me in this site and subsites

### Last Modified By Me

All documents and pages last modified by me in this site and subsites

### Pending Approval

All documents and pages submitted by me and waiting for approval in this site and subsites

### My Tasks

All tasks assigned to me in this site and subsites

### All Draft Documents

All documents and pages not yet published in this site and subsites

### Going Live Within Next Seven Days

All documents and pages that will be published and visible to readers within the next seven days in this site and subsites

### Expiring Within Next Seven Days

All documents and pages that will only be visible to authorized users within the next seven days in this site and subsites



# Reporting

Nemo

Welcome System Account | My Site | My Links | Beta Feedback

## Site Content and Structure

Back to 'Nemo'

Refresh all

Nemo

- Document Center
- HR
- News
- Reports
- Search
- Sites
- Cache Profiles
- Contacts
- Documents
- Events
- Form Templates
- General Discussion
- Images
- Links
- Master Page Gallery
- Pages
- Reports List
- Reusable Content
- Site Collection Documents
- Site Collection Images
- Style Library
- Tasks
- Workflow Tasks

### 'Checked Out To Me' in 'Nemo'

Actions | Show Related Resources | View: Checked Out To Me | Show 100

Type	Title	Modified
Document	Testing.aspx	7/19/2006 10:03 AM
Document	default.aspx	7/18/2006 8:47 AM
Document	Default.aspx	7/19/2006 4:02 PM
Document	ddd.aspx	7/10/2006 8:03 PM
Document	test.aspx	7/12/2006 2:39 PM
Document	BAE Daily Upd	7/19/2006 4:03 PM
Document	Delete key err	7/14/2006 3:11 PM

**Default View**

**Checked Out To Me**  
All documents and pages checked out to me in this site and subsites

**Last Modified By Me**  
All documents and pages last modified by me in this site and subsites

**Pending Approval**  
All documents and pages submitted by me and waiting for approval in this site and subsites

**My Tasks**  
All tasks assigned to me in this site and subsites

**All Draft Documents**  
All documents and pages not yet published in this site and subsites

**Going Live Within Next Seven Days**  
All documents and pages that will be published and visible to readers within the next seven days in this site and subsites

**Expiring Within Next Seven Days**  
All documents and pages that will only be visible to authorized users within the next seven days in this site and subsites

You can navigate to other sites from here and the report currently selected will refresh based on the new site or you can select a new report to run from here.



# Reporting

The screenshot shows the Nemo web application interface. The top navigation bar includes 'Welcome System Account', 'My Site', 'My Links', and a 'Beta Feedback' link. The main content area is titled 'Site Content and Structure' and 'Back to 'Nemo''. A left sidebar lists various site components like Document Center, HR, News, Reports, Search, Sites, Cache Profiles, Contacts, Documents, Events, Form Templates, General Discussion, Images, Links, Master Page Gallery, Pages, Reports List, Reusable Content, and Site Collection Documents. The main area displays a table of documents with columns for 'Time' and 'Modified'. A red box highlights the 'Actions' menu, which is open and shows options like Copy..., Move..., Delete, Check Out, Discard Check Out, Check In, Reject, Approve, and Submit for Approval. Another red box highlights a context menu for a document, showing options like Open Link in New Window, Delete, Copy..., Move..., Edit Page Settings, View Properties, Manage Permissions, Version History, Check In, Discard Check Out, and Publish. Red arrows point from the text boxes below to these menus.

Time	Modified
Testing.aspx	7/19/2006 10:03 AM
default.aspx	7/18/2006 8:47 AM
default.aspx	7/19/2006 4:02 PM
dd.aspx	7/10/2006 8:03 PM
test.aspx	7/12/2006 2:39 PM
Base Daily Update.doc	7/19/2006 4:03 PM
Delete key error message.doc	7/14/2006 3:11 PM

You can access various options from the Actions menu.

From the document you access document handling options including check in or check out



# Reporting

Show related resources will split screen and display any other items related to the selected item.

Back to 'Home'

## Site Content and Structure

Refresh all

- Home
- Career
- In the Community
- Marine Services
- News
- Search
- Training & Education
- Units
- USMC
- \_assets
- Contacts
- Content and Structure Reports
- directives
- Documents
- Events
- External News
- Form Templates
- Images
- Links
- Master Page Gallery
- Pages
- Reusable Content
- Site Collection Documents
- Site Collection Images
- Style Library
- Tasks
- Team Discussion
- Webmasters
- Workflow Tasks

'Pending Approval' in 'Home'

Actions **Show Related Resources** Pending Approval

Type	Title	Modified
<input type="checkbox"/>	usmc.unpacked.js	3/27/2007 1:51 PM
<input type="checkbox"/>	test with new event date2007-05-07.xml	3/28/2007 2:26 PM
<input checked="" type="checkbox"/>	ColorGuard.aspx	4/19/2007 4:38 PM
<input type="checkbox"/>	EventDetails.aspx	4/19/2007 11:14 PM
<input type="checkbox"/>	Outreach.swf	4/24/2007 1:56 PM
<input type="checkbox"/>	Slides.xml	4/24/2007 2:03 PM
<input type="checkbox"/>	DeleteThisTest.aspx	4/9/2007 3:57 PM
<input type="checkbox"/>	14507.aspx	3/12/2007 2:51 PM
<input type="checkbox"/>	default.aspx	3/13/2007 11:18 PM
<input type="checkbox"/>	Outreach Landing Page Images	
<input type="checkbox"/>	test26.aspx	4/11/2007 12:22 PM
<input type="checkbox"/>	cal.aspx	3/8/2007 1:09 PM
<input type="checkbox"/>	photoresults.aspx	4/7/2007 4:16 PM
<input type="checkbox"/>	SamIpsumLorem1.aspx	4/9/2007 12:06 PM
<input type="checkbox"/>	contact.aspx	3/19/2007 3:14 PM
<input type="checkbox"/>	thanks.aspx	3/26/2007 10:36 AM



# Reporting

Select a different item to display those related resources

Related resources will display in the split screen below. Hide Related Resources will remove the split screen.

Back to 'Home'

Site Content and Structure

Refresh all

- Home
  - Career
  - In the Community
  - Marine Services
  - News
  - Search
- External News
- Form Templates
- Images
- Links
- Master Page Gallery
- Pages
- Reusable Content
- Site Collection Documents
- Site Collection Images
- Style Library
- Tasks
- Team Discussion
- Webmasters
- Workflow Tasks

Pending Approval in 'Home'

Actions

Hide Related Resources

Type	Title	
	usmc.unpacked.js	
	test with new event date2007-05-07.xml	
	ColorGuard.aspx	3/12/2007 2:51 PM
	EventDetails.aspx	3/13/2007 11:18 PM
	Outreach.swf	
	Slides.xml	
	DeleteThisTest.aspx	4/11/2007 12:22 PM
	14507.aspx	3/8/2007 1:09 PM
	default.aspx	4/7/2007 4:16 PM
	Outreach Landing Page Images	4/9/2007 12:06 PM
	test26.aspx	3/19/2007 3:14 PM
	cal.aspx	3/26/2007 10:36 AM
	photoresults.aspx	
	SamIpsumLorem1.aspx	
	contact.aspx	
	thanks.aspx	

Resources Related To 'ColorGuard.aspx'

Type	Relationship	Title	Located In
	Uses	comrelPicsMusic.jpg	In the Community > Images
	Uses	http://www.marines.mil/comrel/120day.nsf/DD2536.pdf	
	Uses	mailto:hqmc.comrel@usmc.mil	
	Uses	USMC_Unit_Listings.aspx	Home > Master Page Gallery
	Used By	RequestaMarineAsset.aspx	In the Community > Pages
	Used By	Please approve ColorGuard	In the Community > Workflow Tasks